

Memorandum

Community Services



To: City of Tempe Facility User/ Insurance Provider

From: Michele Ray-Sezate

Subject: CERTIFICATE OF INSURANCE

The City of Tempe requires of potential facility users that they provide the City with a current Certificate of Insurance stating the following minimum liability coverage:

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|----|--|-------------|
| A. | Bodily Injury | \$1,000,000 |
| B. | Property Damage | \$ 100,000 |
| C. | Liquor Liability (if liquor is to be served) | \$2,000,000 |

On the Certificate of Insurance the following must be stated:

1. The City of Tempe is named as an additional insured.
2. This insurance is primary to the City of Tempe's self-insurance retention.

Without a current copy of the certificate on file with the Community Services Department your organization/group will not be allowed to operate in and/or use City facilities.

Please have certificates mailed to the City of Tempe, Pyle Adult Recreation Center, 655 E. Southern, Tempe, AZ 85282.

If you have any questions, please feel free to contact me at (480) 350-5212.

Sincerely,

Michele Ray-Sezate
Recreation Coordinator